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Approved For Release 2001/08/30 : CIA-RDP61-00274A000200030005-8  
Recurring Reports Prepared for the Management Staff

By the Machine Records Division

Frequency	Job No.	Report Name	No. of Copies Prepared	DISTRIBUTION	
				MANAGEMENT	STAFF
Quarterly	979	Forms Index Reports			
		A. By Form Number	12		12 - 2 for Forms Mgt; 10 to S.D./OL + AROS
		B. By Office of Primary Interest	4		4 - not needed except on request
		C. By Functional Code	4		4 - 2 for Forms Mgt;
		D. By Form Title Sequence	4		4 - 2 for Forms Mgt;
		E. By Form Number Stocked	12		12 - 2 for Forms Mgt; 10 to S.D./OL + AROS
		F. By Form Number - Not Stocked	12		12 - 2 for " " 11 - 10 to S.D./OL + AROS
Bi-Weekly	620	Leave Reports	5	1	
		A. Leave and Overtime Report	6	1	
		B. Excessive Sick Leave Report	6	1	

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